

## 1.2 Auditor User ID and UII Registration

*If you are an auditor and already have a multifamily ID number, to gain access to LASS, you must convert your multifamily ID number. Continue through the registration process noted below. Once you submit your application your ID will be converted. You will use your same id number to log in to LASS.*

### 1.2.1 Independent Public Accountant (IPA) Registration

Unlike the lender, auditors **DO NOT** access FHA Connection to register for a User ID. All auditors must access Secure Systems to begin the setup process for LASS.

**Step 1:** Access Secure Systems by navigating to the following website:  
[http://www.hud.gov/offices/reac/online/online\\_registration.cfm](http://www.hud.gov/offices/reac/online/online_registration.cfm)

**Step 2:** From the main menu, select 'Independent User' from the list. (See Below)



**Step 3:** Fill out the registration form in its entirety and hit 'Send Application' at the bottom. The User ID (starting with 'I') will be sent to the auditor via email within 24 hours. The password will not be included in the package so ensure the applicant remembers it from the application form.

**Note:** The auditor **IS NOT** registered for a **Unique IPA Identifier (UII)** at this time. To apply for a UII number, reference UII Registration in the next section.

### 1.2.2 Unique IPA Identifier- UII Registration

Only *one* UII number is generated per auditing firm. If the auditor already has a UII number, there is no need to apply for another.

**Step 1:** Once the applicant has received the User ID via email, he must contact the Application Coordinator at his client's office and give the Application Coordinator the User ID that was emailed to him.

**Step 2:** The Lender will use the ID to assign the auditor the role of IPA. This role allows the auditor to attest to the lender's financial report.

**Note:** The auditor will not have the access to apply for the UII number until the lender assigns the IPA role. Please see the definitions of role codes in Section 1.3 of this Manual.

**Step 3:** After the Application Coordinator has assigned the auditor the 'IPA' role; the auditor must login to Secure Systems (<http://www.hud.gov/offices/reac/online/reasyst.cfm>) using the User ID and password received above.

**Real Estate Assessment Center**  
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## Online Systems

- ATTENTION PIH-REAC USERS!**  
 Release Schedule: (05/03/04)
  - Friday May 28, 2004 - 8pm\*
  - Friday April 30, 2004 - 8pm\*
  - Friday August 13, 2004 - 8pm\*
  - Friday October 15, 2004 - 8pm\*
  - Friday December 17, 2004 - 8pm\*

\*Eastern Time

- IMPORTANT!!!**  
 The Voucher Management System (VMS) is experiencing technical difficulties. The problem is currently being addressed. Please contact the Technical Assistance

Local information  
 Print version  
 Email this to a friend

Existing users log in below  
**LOG IN**

Need to access HUD systems?  
 Register below:  
**Online Registration**

**PASSWORD RESET**  
 Note: Password reset will require you to provide exact information from

Click here

**Secure Systems Single Sign On**

## User Login

mail | help | search | home

User ID   
 Password

Login Cancel

**Enter User ID and Password here.**

**Note: Fields are case sensitive.**

**ATTENTION:** This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

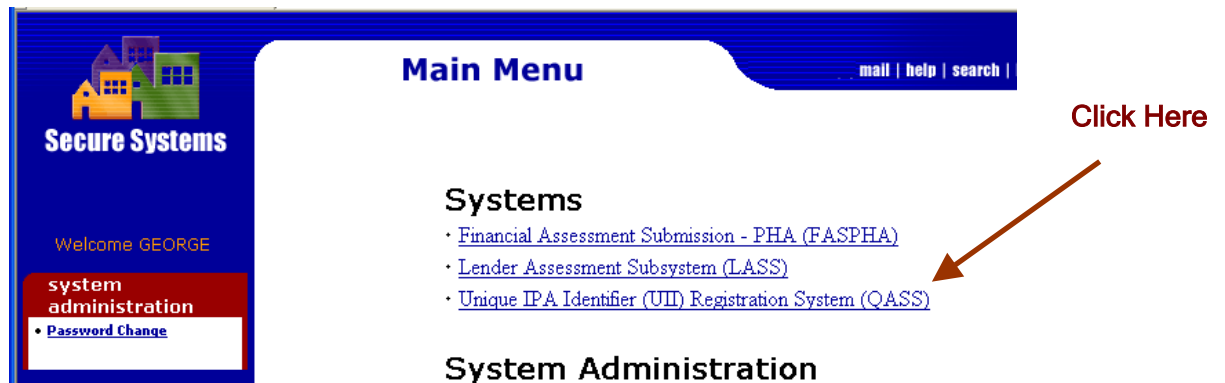
**NOTE:** There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out

Content updated February 11, 2005

U.S. Department of Housing and Urban Development  
 451 7th Street S.W., Washington, DC 20410  
 Telephone: (202) 708-1112 TTY: (202) 708-1455

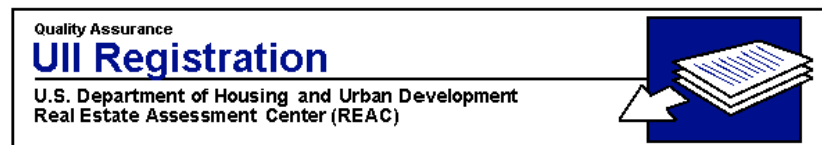
[Home](#) | [Privacy Statement](#)

**Step 4:** From the Main Menu, click on the Unique IPA Identifier (UII) Registration link. (See below)



**Step 5:** Re-enter your user ID and password at the login screen and click 'OK'. (This will be the same user ID and password the user entered in Step 3 above.)

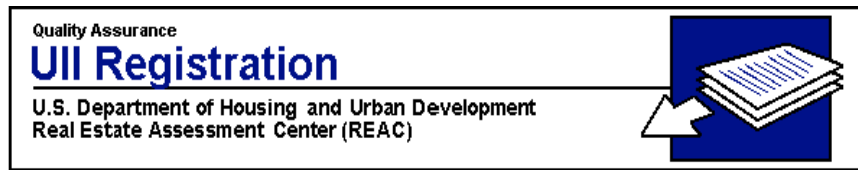
**Step 6:** Click on the 'Create New Profile' link.



Main Menu



**Step 7:** Click on 'Independent Public Accounting Office'. (See below)



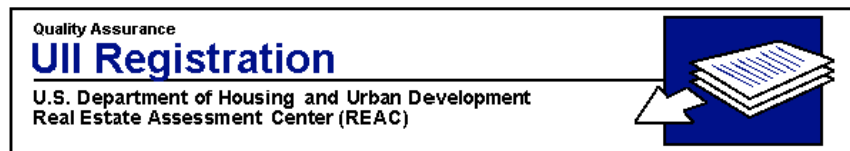
[QASS Header Image](#) Audit Office Classification

Please select whether you are registering for an independent public accounting office or for a state auditor office:

[Independent Public Accounting Office](#)

[State Auditor Office](#)

**Step 8:** Enter the EIN and zip code of the IPA firm and click 'Go'.



[Main Menu](#) | [Create IPA Office Profile](#)

Please enter your office EIN and Zip Code below and then click the Go push button:

\*EIN:

\*Zip Code:

**Step 9:** Fill out the UII Application form completely and hit 'Go'. (See below)

**Complete form**

*Audit Office State:	AA ▾
*Audit Office Zip Code:	<input type="text"/>
Audit Office Zip Code Extension:	<input type="text"/>
*Audit Office Phone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
*Auditor Contact First Name:	<input type="text"/>
Auditor Contact Middle Name:	<input type="text"/>
*Auditor Contact Last Name:	<input type="text"/>
*Auditor Contact Title:	<input type="text"/>
*Auditor Contact Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Auditor Contact Phone Extension:	<input type="text"/>
Auditor Contact Fax:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
*Auditor Contact Email:	<input type="text"/>
<input type="button" value="Go"/> <input type="button" value="Reset"/>	
<p>By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.</p>	
<p>Line items denoted by an asterisk (*) are required fields.</p>	

**Click here**

**Step 10:** After the application processes (should take only a few seconds) a 5-digit number is generated. This number is the UII number.

**Step 11:** The UII number must be given to whoever is filling out the financial submission within LASS. There is one line item within the submission that requires the UII number.